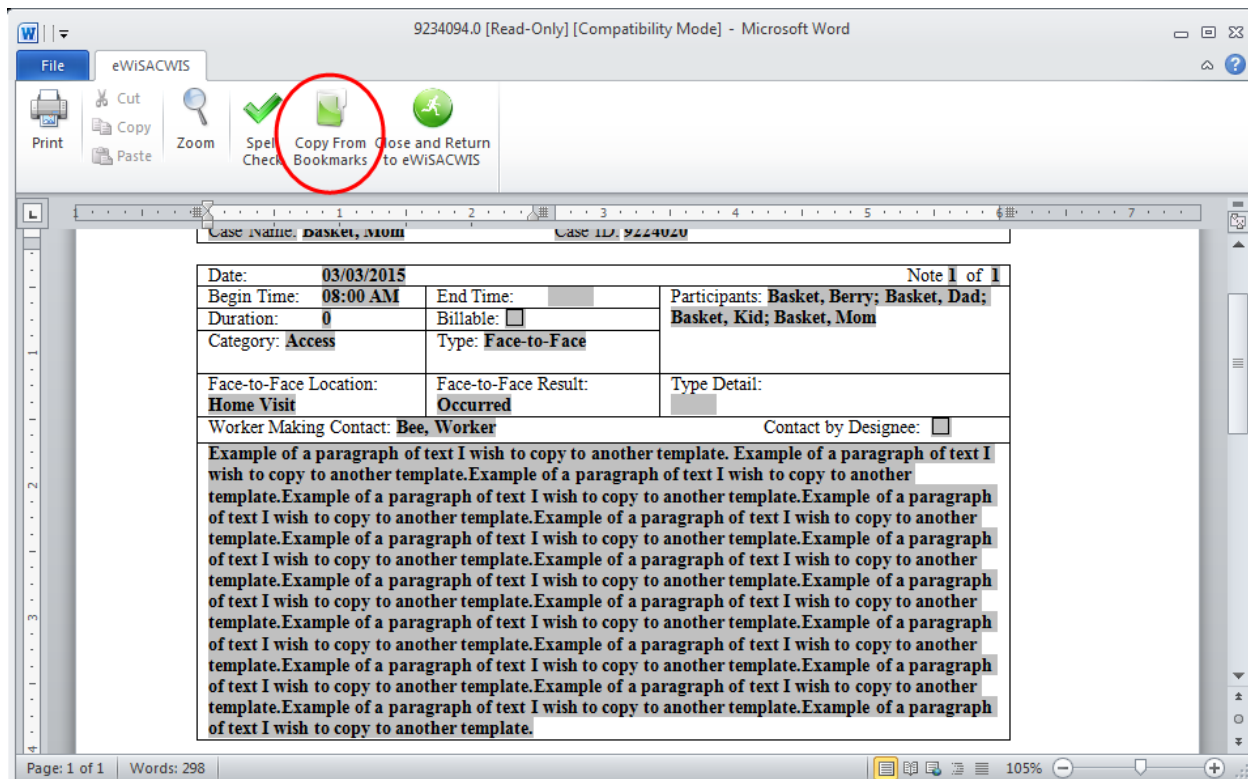


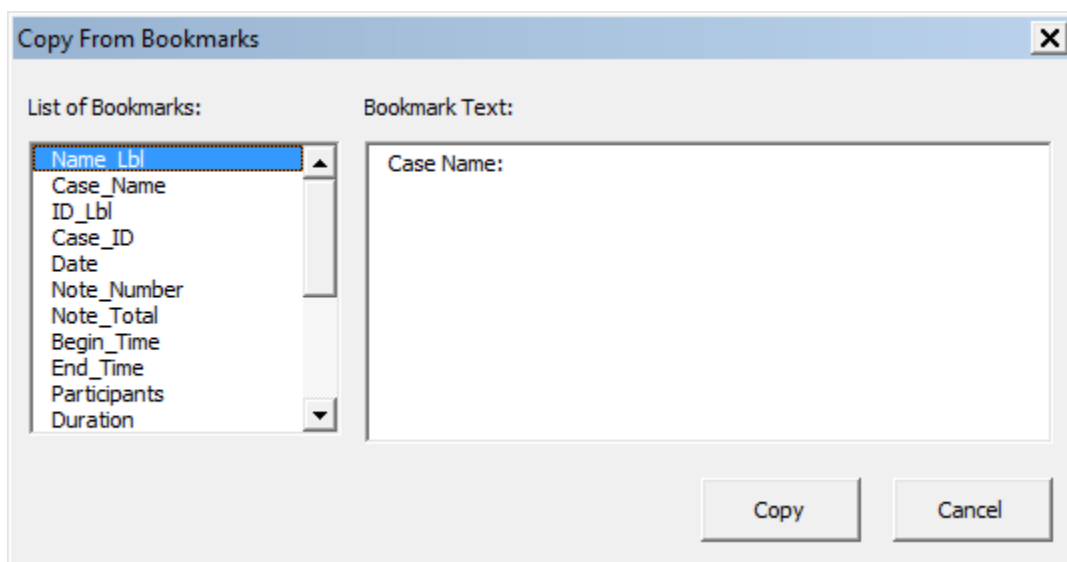
# Copy from Bookmarks

The following guide describes how to cut and paste text from a previously approved and frozen template, to another piece of work or template in eWiSACWIS. This function is known as ‘Copy from Bookmarks’.

1. First, open the template to copy text from. On the template page, click Copy from Bookmarks.



2. A pop-up page will appear, listing all the bookmarks available to copy.



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- The screenshot shows a software window titled "Copy From Bookmarks". It has a light blue header bar with the title and a close button (X) in the top right corner. Below the header, there are two main sections. On the left, under the label "List of Bookmarks:", there is a vertical list box containing several items: "Participants", "Duration", "Billable", "Category", "Type", "F\_to\_F\_Location", "F\_to\_F\_Result", "Type\_Detail", "WorkerMaking\_Contact", "Designee", and "Narrative". The "Narrative" item at the bottom is highlighted with a blue background. To the right of this list, under the label "Bookmark Text:", there is a large rectangular text area. This area contains ten identical lines of placeholder text: "Example of a paragraph of text I wish to copy to another template." At the bottom of the dialog, there are two buttons: "Copy" on the left and "Cancel" on the right, both enclosed in rectangular frames.

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- https://appsa.dcf.wisconsin.gov/ - Case Notes - Windows Internet Explorer
- eWiSACWIS** UAT
- Print Spell Check Help
- Case: Basket, Mom (9224020) Worker Creating Note: Bee, Worker Worker Making Contact: Bee, Worker [Search](#)
- Case Note ID: Date Entered: 04/06/2015 01:29 PM ☐ Note Finalized ☐ Contact By Designee
- Note Information**
- Date: 04/06/2015 Category: Access ☐ View Inactive Participants
- Begin Time: 08:00 AM ☐ AM ☐ PM Type: Correspondence
- End Time: 00:00 ☐ AM ☐ PM Type Detail:
- Duration: 0000.0 Face-to-Face Location: Details Face-to-Face Result:
- ☐ Billable
- Participants:
- Basket, Berry (Bio Child)
  - Basket, Dad (Present Spouse)
  - Basket, Kid (Bio Child)
  - Basket, Mom (Reference Person)
  - Caregiver, Callie (Non-Relative)
- Hold down the 'Ctrl' key for multi-selection
- Narrative**
- Case Note 1/1 [Details](#)
- Undo
- Cut
- Copy
- Paste
- Delete
- Send to OneNote
- Select all
- [More...](#)
- Insert Correction Note Clear Fields Create Save Close
- 100%

[illegible]